

GEORGIA INSTITUTE OF TECHNOLOGY  
OFFICE OF CONTRACT ADMINISTRATION  
SPONSORED PROJECT INITIATION

Date: 11/14/80

Project Title: A Program of Technical Assistance to the Georgia  
Department of Community Affairs

Project No: A-2815

Project Director: Eric O. Berg

Sponsor: GA. Dept. of Community Affairs

Agreement Period: From 9/1/80 Until 8/31/81

Type Agreement: Research Project Agreement

Amount: \$4,000

Reports Required: Monthly Letter Report

Sponsor Contact Person (s):

Technical Matters

Contractual Matters  
(thru OCA)

Alton Moultrie  
Assistant Commissioner  
Georgia Dept. of Community Affairs  
Technical Assistance Division  
Suite 600, William Oliver Building  
32 Peachtree Street, N.W.  
Atlanta, Georgia 30303

Defense Priority Rating: None

Assigned to: EDL/IED (~~SMN~~ Laboratory)

COPIES TO:

Project Director  
Division Chief (EES)  
School/Laboratory Director  
Dean/Director-EES  
Accounting Office  
Procurement Office  
~~Security Coordinator (OCA)~~  
~~Reports Coordinator (OCA)~~

Library, Technical Reports Section  
EES Information Office  
EES Reports & Procedures  
Project File (OCA)  
Project Code (GTRI)  
Other Project Code (OCA)

SPONSORED PROJECT TERMINATION SHEETDate 2/11/82Project Title: A Program of Technical Assistance to the Georgia Department of  
Community Affairs

Project No: A-2815

Project Director: Eric O. Berg

Sponsor: Ga. Dept. of Community Affairs

Effective Termination Date: 8/31/81Clearance of Accounting Charges: 8/31/81

Grant/Contract Closeout Actions Remaining:

- ☒ Final Invoice ~~and Closing Documents~~
- ☐ Final Fiscal Report
- ☐ Final Report of Inventions
- ☐ Govt. Property Inventory & Related Certificate
- ☐ Classified Material Certificate
- ☐ Other \_\_\_\_\_

NOTE: Continued by A-3088Assigned to: EDL (School/Laboratory)COPIES TO:

Administrative Coordinator  
Research Property Management  
Accounting  
Procurement/EES Supply Services

Research Security Services  
~~Reports Coordinator (OCA)~~  
Legal Services (OCA)  
Library

EES Public Relations (2)  
Computer Input  
Project File  
Other \_\_\_\_\_



Georgia Institute of Technology  
ENGINEERING EXPERIMENT STATION  
ATLANTA, GEORGIA 30332

November 3, 1980

Mr. James E. Higdon  
Commissioner  
Department of Community Affairs  
Room 640 - 7 Martin Luther King Drive  
Atlanta, Georgia 30334

Dear Commissioner Higdon:

This is our monthly report on the Georgia Certified City Program. This report covers 1) work carried out during October, and 2), work planned for November.

Work Carried Out in October

- 1) A sponsors' meeting was held to review and vote on recommendations for certification.
- 2) A last-minute push by the City of Cartersville overcame deficiencies and the city was approved for recertification by the program sponsors.
- 3) Discussions regarding status were held with Marion Hay, City Manager of Perry, and J. Mercer Berry, Assistant City Manager of Marietta.
- 4) Coordinated final arrangements with Jim Marshall of the Department of Community Affairs.

Work Planned for November

- 1) Letters to cities having discrepancies preventing certification will be sent out.
- 2) Preparations will be made for a thorough review of the Certified City Program Questionnaire and Program procedures. A discussion with program sponsors is tentatively set for the second week in December.

- continued

Commissioner James E. Higdon  
Page 2

November 3, 1980

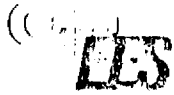
3) I will attend the Governor's Fourth Annual Awards Banquet.

Sincerely,

Eric O. Berg, Jr.  
Industrial Extension Division

EOBjr:j

Copies: Alton Moultrie  
Jim Marshall



Georgia Institute of Technology  
ENGINEERING EXPERIMENT STATION  
ATLANTA, GEORGIA 30332

December 9, 1980

Mr. James E. Higdon  
Commissioner  
Department of Community Affairs  
Room 640 - 7 Martin Luther King Jr. Drive  
Atlanta, Georgia 30334

Dear Commissioner Higdon:

This is our monthly report on the Georgia Certified City Program.  
This report covers: (1) work carried out during November, and  
(2) work planned for December.

Work Carried Out in November

Letters notifying cities of discrepancies preventing certification  
were sent out.

I attended the Governor's Annual Awards Banquet.

Work Planned for December

A meeting of the sponsors is tentatively set for the second week in  
December to discuss revamping the Certified City Program.

Sincerely,

Eric O. Berg, Jr.  
Industrial Extension Division/EDL

EOBjr:j  
Copies:  
Alton Moultrie  
Jim Marshall



# Georgia Institute of Technology

ENGINEERING EXPERIMENT STATION

ATLANTA, GEORGIA 30332

December 16, 1980

Mr. Alton Moultrie  
Georgia Department of  
Community Affairs  
600 William Oliver Building  
32 Peachtree Street, N.W.  
Atlanta, Georgia 30303

Dear Alton:

As we discussed at our meeting on December 9, I am submitting to you my observations on changes needed in the Certified City Program. I have a feeling that the sponsors are close in their suggestions for change and that implementation of ideas should be easily accomplished.

Program improvements should focus on two major areas:

- 1) program delivery geared to greater citizen awareness and involvement, and
- 2) a revised set of Certified City Standards which serve the full range of participants in the program.

Two secondary efforts which should also be undertaken to make the program stronger are:

- 1) follow-on benefits to those cities achieving certification in the form of increased promotion of them as being above average investment centers, and
- 2) strengthened guidance to local economic development groups in defining specific tasks and information sought from them by potential investors and by prospect servicing organizations such as the Department of Industry and Trade.

Cary Evans' idea of the sponsors monitoring community presentations on Standards evaluations will satisfy the need for increased citizen awareness and involvement. From the follow-up presentations that we have had on visual inspections in participating communities, I know that this is an effective approach.

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As far as revising the Standards themselves, we simply have to throw out some of the very weak sections and strengthen those that can stand alone. Some new categories, such as intergovernmental relations should be added.

I have already started indicating changes and will get more specific recommendations on each section to you after the first of the year.

The Standards also need to reflect the differences in community population and sophistication. The present Standards are not really applicable to those cities in Georgia with a population of 10,000 or more. Most of them have attained a high degree of professionalism and sophistication in city activities. In the population category of 5,000 - 10,000, the present Standards fit fairly well. Adjustments are needed in the material geared to the 2,500 - 5,000 population range of cities.

Based on the 1970 populations I made a quick check of certification since the Certified City Program began. It gives some idea of the potential for the program:

Certification by Population Category

1) 10,000 or more	15 cities of 36
2) 5,000 - 10,000	10 cities of 29
3) 2,500 - 5,000	15 cities of 70

I will get more data for you after the first of the year.

HAPPY HOLIDAYS!

Sincerely,

Eric O. Berg, Jr.  
Industrial Extension Division

EOB:j



Georgia Institute of Technology  
ENGINEERING EXPERIMENT STATION  
ATLANTA, GEORGIA 30332

February 16, 1981

Mr. James E. Higdon  
Commissioner  
Department of Community Affairs  
Room 640 - 7 Martin Luther King Jr. Drive  
Atlanta, Georgia 30334

Dear Commissioner Higdon:

This is our monthly report on the Georgia Certified City Program.  
This report covers: (1) work carried out during January, and  
(2) work planned for February.

Work Carried Out in January

The program sponsors met to discuss possible changes in the Certified City Program. There was general agreement as to sections of the Certified City Questionnaire needing elimination and others needing updating. Based on these changes and implementation of new approaches in community involvement, the Georgia Certified City Program should well benefit participants and the State of Georgia.

During January I also discussed with program sponsors the status of Dublin, Marietta and Moultrie in the program.

I reviewed the Guidebook for the All-Missouri Certified City Program in preparation for visiting in that state and having a first-hand look at their program.

Work Planned for February

Program will visit Missouri to get a closer look at that state's Certified City Program.

Sincerely,

EOB:j  
Copies: Alton Moultrie  
Jim Marshall

ERIC O. BERRY, JR.  
INDUSTRIAL EXTENSION DIVISION



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Georgia Institute of Technology  
ENGINEERING EXPERIMENT STATION  
ATLANTA, GEORGIA 30332

A-2815-000

March 2, 1981

Mr. James E. Higdon  
Commissioner  
Department of Community Affairs  
Room 640 - 7 Martin Luther King Jr. Drive  
Atlanta, Georgia 30334

Dear Commissioner Higdon:

This is our monthly report on the Georgia Certified City Program.  
This report covers : (1) work carried out during February, and (2) work  
planned for March.

Work Carried Out in February

The program sponsors' trip to Missouri to see and discuss firsthand  
that state's Certified City Program was very beneficial. Agreement  
was made that the Georgia program could be more effective through in-  
creased citizen participation in community analysis and goal-setting.  
The Missouri program has a lot of enthusiastic support from communities  
involved in the program and accomplishments are broader in scope than  
in Georgia's program.

A meeting of the sponsors held as a follow-up to the Missouri trip re-  
sulted in proposals for changes in the program in the 1982 season.  
In the meantime, minor revisions were made to the Certified City  
Standards.

Work Planned for March

Follow-up calls will be made to cities which have not responded to  
the request for participation in the program to become recertified.

Yours sincerely,

Eric O. Berg, Jr. /  
Industrial Extension Division

EOB:j  
Copies:  
Jim Marshall  
Alton Moultrie

**A 2815-000**



Georgia Institute of Technology

ENGINEERING EXPERIMENT STATION

ATLANTA, GEORGIA 30332

April 14, 1981

Mr. James E. Higdon  
Commissioner  
Department of Community Affairs  
Room 640 - 7 Martin Luther King Jr. Drive  
Atlanta, Georgia 30334

Dear Commissioner Higdon:

This is our monthly report on the Georgia Certified City Program. This report covers: (1) work carried out during March, and (2) work planned for April, 1981.

Work Carried Out in March:

A final review of revisions to the Certified City Standards was made prior to printing.

A meeting of program sponsors was held to firm up the Certified City Program Coordinators' Workshop to be held on April 1.

Copies of revised grading sheets were provided to Jim Marshall of the Department of Community Affairs and to Nash Williams of Georgia Power Company.

Work Planned for April:

I will participate in the Coordinator's Workshop and will discuss the evaluation process of the Certified City Program.

Yours sincerely,

Eric O. Berg Jr.  
Industrial Extension Division  
Economic Development Laboratory

EOB:j  
Copies:  
Program Sponsors  
GIT/EES Report Coordinator (2)



# Georgia Institute of Technology

ENGINEERING EXPERIMENT STATION

ATLANTA, GEORGIA 30332

May 4, 1981

Mr. James E. Higdon  
Commissioner  
Department of Community Affairs  
Room 640 - 7 Martin Luther King Jr. Drive  
Atlanta, Georgia 30334

Dear Commissioner Higdon:

This is our monthly report on the Georgia Certified City Program. The report covers: (1) Work carried out during April, and (2) Work planned for May.

## Work Carried Out in April

I participated in the Coordinators Workshop which was held in Atlanta on May 1st.

## Work Planned for May

We will prepare for receipt of completed questionnaires from cities participating in the Program, and will be available for consultation with first-year and follow-up cities.

Yours sincerely,

Eric O. Berg, Jr.  
Industrial Extension Division

EOB:j  
Cc: Program Sponsors  
GIT/EES Report Coordinator (2)  
Project File

*This report represents the opinion of the author and carries no official endorsement by The Georgia Institute of Technology.*

455

# Georgia Institute of Technology

ENGINEERING EXPERIMENT STATION

ATLANTA, GEORGIA 30332

July 7, 1981

Mr. James E. Higdon  
Commissioner  
Department of Community Affairs  
Room 640 - 7 Martin Luther King Jr. Drive  
Atlanta, Georgia 30334

Dear Commissioner Higdon:

This is our monthly report on the Georgia Certified Cities Program.  
This report covers:

- (1) Work carried out during June and
- (2) Work planned for July.

## Work Carried Out in June

I responded to several requests for clarification of participating city status with DCA representatives.

The Environmental Protection Division was asked to comment on the compliance status of cities in this year's program.

Met with the Certified City Program sponsors to discuss a plan of action for achieving program revisions. Also discussed were changes in the participation in the program of the sponsors.

## Work Planned for July

Completed questionnaire will be graded and preliminary reports prepared.

A report on Georgia Tech's expected participation in the program will be submitted to DCA.

If possible, I will attend visual inspections of participating cities.

Yours sincerely,

cc: Program Sponsors  
Project File  
GIT/EES Report Coord.✓

Eric O. Berg, Jr.  
Industrial Extension Division

Georgia Institute of Technology  
ENGINEERING EXPERIMENT STATION  
ATLANTA, GEORGIA 30332

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September 8, 1981

Mr. James E. Higdon  
Commissioner  
Department of Community Affairs  
640 - 7 Martin Luther King, Jr. Drive  
Atlanta, Georgia 30334

Dear Commissioner Higdon:

This is our monthly report on the Georgia Certified City Program.  
This report covers:

- (1) Work carried out during August, and
- (2) Work planned for September

Work Carried Out in August

A preliminary report on the status of participating cities was submitted to DCA so field representatives could alert local community betterment committees of problem areas needing attention.

Close contact was maintained with DCA personnel on reviewing community progress toward achieving certification.

I participated in a visual appraisal with Jay Hardy of DCA, Nash Williams of Georgia Power Company, and Patrick O'Haugerty of the Chamber of Commerce of the U.S.

Work Planned for September

With DCA field representatives, I will work on finalizing recommendations for certification of communities participating in the program this year.

Recommended changes to the Certified City Questionnaire will be drawn up for submission to program Sponsors.

Yours sincerely,

Eric O. Berg, Jr.  
Industrial Extension Division

EOB:j  
Copies: Messrs Moultrie and  
Marshall